

3.1 Preventable Accidents

Discipline for a preventable accident; disciplinary action will be as follows:

- 1 Type 1: Bus or property damage less than \$1,000 and no injury.
- 2 Type 2: Substantial property damage and/or minor injury (more than \$1,000)
- 3 Type 3: Property damages more than \$5,000 and/or serious injury or fatality

| | Type 1 Preventable Accident | Type 2 Preventable Accident | Type 3 Preventable Accident |
|--|--|--|--|
| 1st Preventable Accident | Verbal Reprimand | Written reprimand to suspension and retraining | Suspension and retraining to termination |
| 2nd Preventable Accident | Written reprimand and retraining | Suspension and retraining | Termination |
| 3rd Preventable Accident | Suspension and retraining | Termination | |
| 4th Preventable Accident | Termination within 24 months of the third preventable accident | | |

In the case of more than two (2) preventable accidents, the discipline shall be administered at the more severe accident type.

Damage: Bus damage is initially determined by the Grays Harbor Transit Investigating Supervisor with the final determined by the Grays Harbor Transit Vehicle Maintenance Department or an independent repair shop. Other property damage or injury will be determined by the Grays Harbor Transit management or necessary authority.

The Grays Harbor Transit Authority will; based on an employee's prior driving record and accident history, determine the level of discipline imposed when the employee has an accident history, which includes a combination of the same type of accidents. The Authority will, in making its determination, consider such factors as severity.

As a guideline, the Grays Harbor Transit Authority will normally review an employee's accident record for the preceding 24 working months. There may be cases where the Authority will extend the 24 working month time frame depending on the types of accidents, severity, and or length of time beyond the 24 months.

Any discipline administered will be after all investigation and assessment of damage or injuries are complete

3.2 Infractions

| <u>Infractions</u> | <u>Discipline Action Category</u> |
|--|-----------------------------------|
| Failure to read & follow posted bulletins/newsletters..... | D |
| Uniform Standards Violation..... | D |
| Grooming Standards Violation..... | D |
| Late Reports | D |
| AWOL | A |
| Insubordination/Disobedience..... | B |
| Fighting in uniform or on property..... | B |
| Failure to report arrests/citations..... | C |
| Failure to report accidents within 24 hours..... | B |
| Loitering in unauthorized areas..... | D |
| Theft or dishonesty..... | A |
| Inappropriate personal conduct..... | C |
| Failure to go through chain of command..... | C |
| Written complaints against drivers from public..... | D |
| Violations of Drivers Manual..... | D |
| Radio procedure | D |
| Possession/use of alcohol/drugs on duty or property..... | B |
| Violence in the Work Place..... | A |

DISCIPLINARY ACTION CATEGORIES

CATEGORY "A"

First Offense – Dismissal
Second Offense -
Third Offense
Fourth Offense

CATEGORY "C"

First Offense – Written Warning
Second Offense – Suspension
Third Offense – Dismissal
Fourth Offense

CATEGORY "B"

First Offense – Suspension
Second Offense – Dismissal
Third Offense
Fourth Offense

CATEGORY "D"

First Offense – Verbal Warning
Second Offense – Written Warning
Third Offense - Suspension
Fourth Offense – Dismissal